

FEDERAL MEDIATION AND CONCILIATION SERVICE



RECRUITMENT BULLETIN



BULLETIN NUMBER: MED-01

POSITION: MEDIATOR, GS-241-12 (EXCEPTED SERVICE POSITION)

SALARY: STARTING SALARY(\$51,927 - \$56,411*)
POTENTIAL TO GS-14

*Actual amount varies by geographic location. All fully qualified candidates are hired at GS-12 step 1- **Salary is not subject to negotiation.** We do not use highest previous rate pay setting rules for current or former federal employees.

AREA OF CONSIDERATION: ALL SOURCES - NATIONWIDE (see attached office location sheet)

FMCS IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION. WE SEEK TO HAVE A WORKFORCE DRAWN FROM LABOR, MANAGEMENT, AND NEUTRALS

MISSION OF THE FMCS

Promoting the development of sound and stable labor management relationships; preventing or minimizing work stoppages by assisting labor and management to settle their disputes through mediation; advocating collective bargaining, mediation and voluntary arbitration as the preferred process for settling issues between employers and representatives of employees; developing the art, science and practice of conflict resolution; and fostering the establishment and maintenance of constructive processes to improve labor-management relationships, employment security and organizational effectiveness.

DUTIES AND RESPONSIBILITIES OF POSITION

Our mediators currently perform duties in three major areas, dispute mediation, preventive mediation, and education, advocacy, and outreach. We seek candidates who have the capacity to become proficient in all three areas:

Dispute mediation: is to provide effective, neutral assistance in resolving conflicts to the principal parties to a dispute. Our primary mission is to assist the parties to the collective bargaining process to help them avoid or minimize work stoppages and achieve sound and stable relations. Our mission also includes assistance to parties utilizing alternative dispute resolution (ADR) techniques.

Preventive mediation: is dedicated to assisting the parties in managing conflicts and developing sound and stable labor-management relationships; to fostering the establishment and maintenance of constructive joint processes to improve labor-management relationships, employment security and organizational effectiveness. ADR activities include training, diagnostic assessment, and design of conflict resolution systems.

Education, advocacy, and outreach: is to competently communicate about the collective bargaining process, its value in a democratic society, the benefits of conflict resolution, and the positive role of the FMCS. Equally important is outreach with customers in the labor-management community to help explain our services and the value and use of mediation.

Mediators serve as neutral and completely impartial parties in the collective bargaining and other alternative dispute resolution processes. The mediator's knowledge of collective bargaining, understanding of labor-management problems and possession of the ability to influence bargainers in the adjustment of their differences, contributes toward the settlement of labor-management conflicts as well as other disputes. In addition to entering into the specific labor-management dispute situations, the mediator has a continuing responsibility to prevent labor disputes from developing through active participation in relationship building activities and public information programs with labor and management organizations.

Applicants must have the demonstrated capacity to become "full service mediators", that is those who can enter a tension filled labor dispute over terms of a collective bargaining agreement, while at the same time be able to deliver preventive mediation services. These are the broad genre of processes designed to improve the parties' relationships, help them to develop joint problem-solving procedures, more constructive ways of bargaining, better ways to communicate, even motivate or encourage them to develop high performance workplaces.

QUALIFICATION REQUIREMENTS

GS-12 positions: To be considered for a GS-12 mediator position, an applicant must have **substantial full-time experience (acquired over a period of several years)** in the negotiation of collective bargaining agreements in a leadership/spokesperson role or a similar role in agreement administration within his/her organization. Qualifying experience will generally encompass utilization of varied bargaining processes, substantial knowledge of contract language, familiarity with a broad scope of subjects, experience in numerous and diverse bargaining circumstances, and knowledge of joint processes to improve labor-management relationships. Such experience must have been obtained within the most recent ten years. The candidate must have the capacity to perform successfully in all three areas listed under duties and responsibilities.

Developmental positions: Candidates who fall short in meeting the qualification requirements for a GS-12 mediator position, but do have progressively responsible experience in the negotiation and/or administration of collective bargaining agreements or ADR experience, may be considered for developmental positions at the GS-9 or GS-11 level. Availability of these positions is limited as they are located at our larger field offices where mentoring with an experienced mediator(s) is possible.

QUALIFICATIONS EVALUATION

The following core competencies have been identified as necessary to successfully perform the duties and responsibilities of a federal mediator with FMCS:

1. expertise in collective bargaining and labor management relations;
2. knowledge and ability to provide competent assistance to the parties in the negotiation of collective bargaining agreements;
3. knowledge of the processes to improve labor management relationships;
4. sound facilitation and problem-solving skills (including effective communication skills);
5. advanced knowledge of processes to improve organizational effectiveness;
6. ability to design and implement conflict resolution systems;
7. ability to perform education, advocacy and outreach duties; and
8. knowledge, skill and ability in information systems.

The Agency actively seeks candidates who have the demonstrated ability to attain these core competencies. Strong demonstrated verbal and written communications skills are also imperative as are initiative, creativity, the ability to innovate and conceptualize.

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, experience, and training indicate they possess or have the ability to attain the core competencies listed above. In order to perform this evaluation, you are requested to provide a complete and thorough response to each of the following knowledge, skills, and abilities (KSA's). A thorough response to each KSA is critical as it will be the primary source of information used to determine the quality of each applicant's experience. You may either use the attached "Supplemental Qualifications Statement" to address the KSA's or provide the information in a similar format.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Please prepare a brief but concise response to each of the following KSA's.

- (1) Knowledge of economic, management and labor trends, and of current developments and problems in the field of labor-management relations and with changes and trends in union agreements. Please indicate some of the current difficult issues you have experienced at the bargaining table and/or in the administration of a contract. Why are they so difficult and what do you see as possible solutions?
- (2) Advanced knowledge of collective bargaining practices gained through progressively responsible and successful experience in the negotiation and/or administration of collective bargaining agreements and the resolution of labor-management conflict. Please describe your experience in collective bargaining negotiations and/or administration of collective bargaining agreements, including the number of agreements negotiated and/or administered, number and size of bargaining units, your specific role in each activity, including your responsibilities and activities during the term of the agreements. Also indicate if your position(s) were full-time or part-time.
- (3) The ability or potential to assess, design, deliver, and evaluate processes aimed at improving relationships and/or organizational effectiveness. Please provide specific instances where you were involved in such processes or why you believe you have the potential to perform these duties.
- (4) Knowledge of conflict resolution. Please describe what conflict resolution means to you. Do you have any experience or education in conflict resolution? If so, please elaborate.
- (5) Knowledge of the general structure, functions, policies and practices of employer and labor organizations. Briefly describe your knowledge in this area and how you acquired this knowledge.
- (6) Familiarity with the applicable laws governing collective bargaining, wages, hours, benefits, etc. Please highlight some of these laws.
- (7) Faculty for sound presentation and facilitation skills which includes effective communication skills (both verbal and written). Please describe your experience in making formal presentations and/or conducting training courses or in facilitation skills.
- (8) The ability to chair meetings and lead discussions. Briefly describe your experiences in these areas.
- (9) The ability to use personal computers and various software packages. Please describe any experience/education/training you have with computers and various software packages.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- (1) Knowledge of design and implementation of conflict resolution systems. Please discuss one or more conflict resolution systems and your ability to design and implement such a system.
- (2) Bilingual skills - please indicate any ability to read or speak a language other than English.
- (3) College related degree(s) and/or courses - please indicate any college level degree(s)/courses related to the field of labor-management relations, mediation, conflict resolution, etc.

HOW TO APPLY FOR A FEDERAL MEDIATOR POSITION

You may either complete the attached Optional Application for Federal Mediator or provide a resume or other written format. If your resume or application does not provide all the information required on this application form you may lose consideration for the position. Also be sure to complete and include the following:

- (1) Your response to the knowledge, skills and abilities (KSA's).
- (2) Office Location Form
- (3) Supplemental References Form
- (4) Background Survey Questionnaire

CONDITIONS OF EMPLOYMENT

Before appointment to a mediator position, a candidate is subject to the following:

- (1) is required to pass a complete physical examination;
- (2) must successfully undergo a suitability/background investigation;
- (3) must possess a valid driver's license;
- (4) must indicate a willingness to accept assignment to any location in the United States based on the needs of the Service;
- (5) must present proof of U.S. citizenship.

Return completed applications to:

**FMCS
2100 K Street, NW
Washington, D.C. 20427
ATTN: Recruitment Manager**

Application for Federal Mediator

Federal Mediation and Conciliation Service
2100 K Street, N.W., Washington, DC 20427
UNITED STATES CITIZENSHIP IS REQUIRED

Please type or print clearly in dark ink

| | | | | | | | |
|--|--|----------------|----------------|--|--------------|---------------------------------|--|
| <input type="checkbox"/> New Application | | | | <input type="checkbox"/> Change to previously submitted data | | | |
| <input type="checkbox"/> Annual Update <i>(If there have been no changes, complete Name block only and sign and date form)</i> | | | | | | | |
| Name (Last, First, Middle) | | | | Grade Applying For: Please Circle. Developmental GS-9/11 GS-12 | | | |
| Mailing Address - Street, Apt., P.O. Box, etc. | | | | Social Security Number | | | |
| City | | State | | Zip Code | | If selected, when can you start | |
| Phone Numbers (include area codes) | | | | | | | |
| Daytime () | | Evening () | | FAX () | | E-mail | |
| If selected, when can you start work? | | | | | | | |
| EDUCATION | | | | | | | |
| Indicate highest level completed: HS/GED () Associate () Bachelor () Master () Doctoral () | | | | | | | |
| Name and Location of College or University: | | | | | | | |
| Name | | | City and State | | Credit Hours | Type and Year of Degree | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| OTHER QUALIFICATIONS | | | | | | | |
| Job-related training courses; current Job-related certificates and licenses; Job-related honors, awards, accomplishments such as publications, membership in professional societies, leadership activities, public speaking, and performance awards. (Include description and dates, but do not send documents.) | | | | | | | |
| GENERAL | | | | | | | |
| Are you a U.S. citizen? Yes () No () | | | | | | | |
| Do you claim veterans' preference? Yes () No () If yes, mark your claim of 5 or 10 points below. 5 points () Attach your DD-214 or other proof. 10 points () Attach an <i>Application for 10-Point Veterans' Preference</i> (SF-15) and proof required. | | | | | | | |
| APPLICANT CERTIFICATION | | | | | | | |
| I certify that to the best of my knowledge and belief, all of the information on and attached to this application is true, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated. | | | | | | | |
| SIGNATURE _____ | | | | DATE SIGNED _____ | | | |

WORK EXPERIENCE

Make as many copies of this page as necessary to identify all related employment.

| | | |
|---|--|---|
| Name and address of employer: | Dates employed From: To: | Reason for leaving or for wanting to leave: |
| Name and phone number of supervisor: | Exact title of job (If Federal employment (civilian or military) list series and grade. | Salary or earnings Starting: Ending: |

Description of work: Describe your specific duties, responsibilities and accomplishments in collective bargaining negotiations and administration of contracts, including the number of contracts negotiated, number and size of bargaining units, your specific role in each activity, and your activities during the term of the contracts. If you describe several functions (for example, labor relations and compensation) please include an approximate percentage of time you spent doing each.

SUPPLEMENTAL QUALIFICATIONS STATEMENT

Applicant's Name: _____

Please prepare a brief and concise response to each of the following:

1. Knowledge of economic, management and labor trends, and of current developments and problems in the field of labor-management relations and with changes and trends in union agreements. Please indicate some of the current difficult issues you have experienced at the bargaining table. Why are they so difficult and what do you see as possible solutions?

2. Advanced knowledge of collective bargaining practices gained through progressively responsible and successful experience in the negotiation and/or administration of collective bargaining agreements and the resolution of labor-management conflict. Please describe your experience in collective bargaining negotiations and/or administration of collective bargaining agreements, including the number of agreements negotiated/ administered, number of size of bargaining units, your specific role in each activity, and your responsibilities and activities during the term of the agreements. Also indicate if your position(s) were full-time or part-time.

3. Ability or potential to assess, design, deliver, and evaluate processes aimed at improving relationships and/or organizational effectiveness. Please provide specific instances where you were involved in such processes or why you believe you have the potential to perform these duties.

4. Knowledge of conflict resolution. Please describe what conflict resolution means to you. Do you have any experience or education in conflict resolution? If so, please elaborate.

SUPPLEMENTAL QUALIFICATIONS STATEMENT - Continued

Applicants Name: _____

5. Knowledge of the general structure, functions, policies and practices of employer and labor organizations. Briefly describe your knowledge in this area and how you acquired this knowledge.

6. Familiarity with the applicable laws governing collective bargaining, wages, hours, benefits, etc. Please highlight some of these laws.

7. Faculty for sound presentation and facilitation skills which includes effective communication skills (both verbal and written). Please describe your experience in making formal presentations and/or conducting training courses and in the use of facilitation skills.

8. Ability to chair meetings and lead discussions. Please describe your experiences in these areas.

9. Ability to use personal computers and various software packages. Please describe any experience/ education/training you have with computers and various software packages.

SUPPLEMENTAL QUALIFICATIONS STATEMENT - Continued

Applicant's Name: _____

DESIRABLE KSA'S

1. Knowledge of the design and implementation of conflict resolution systems. Please discuss one or more conflict resolution systems and your ability to design and implement such a system.

(2) Bilingual skills - please indicate any ability to read or speak a language other than English.

(3) College related degree(s) and/or courses - please indicate any college level degrees(s) and/or courses related to the field of labor-management relations, mediation, conflict resolution, etc.

Please Print

Name:

Last First Middle

Address:

Number Street Apt.

City State Zip

INTERNAL USE ONLY

Date of Appl: _____

Entered into system: _____

Scores/Rating: _____

Inter. Location: _____

Date: _____ Code: _____

Office Locations

From the list below, circle only those locations for which you would like consideration. Candidates are responsible for all interview expenses, and if selected for a position outside your commuting area, for all moving expenses.

I would like to be
considered for **ALL**
LOCATIONS - 97

ALABAMA
Birmingham - 27

ARIZONA
Phoenix - 88

CALIFORNIA
Long Beach - 96
Los Angeles - 79
Oakland - 94
Orange - 93
San Diego - 80

COLORADO
Denver - 87

CONNECTICUT
Hartford - 09

**DISTRICT OF
COLUMBIA - 22**

FLORIDA
Miami - 35
Orlando - 36

GEORGIA
Atlanta - 26

HAWAII
Honolulu - 90

ILLINOIS
Chicago - 54
Peoria - 55
Rockford - 56

INDIANA
Indianapolis - 66
South Bend - 57

IOWA
Cedar Rapids - 66
Des Moines - 67

KANSAS
Wichita - 70

KENTUCKY
Louisville - 47

LOUISIANA
Baton Rouge - 29

MAINE
Portland - 12

MARYLAND
Baltimore - 21

MASSACHUSETTS
Boston - 07
Worcester - 06

MICHIGAN
Detroit - 48
Grand rapids - 50
Kalamazoo - 51
Saginaw - 49

MINNESOTA
Minneapolis - 62

MISSOURI
Kansas City - 69
St. Louis - 65
Springfield - 72

NEBRASKA
Omaha - 68

NEVADA
Las Vegas - 73

NEW JERSEY
Iselin - 24
Trenton - 20
Newark - 08

NEW YORK
Albany - 03
Buffalo - 05
New York - 01
Syracuse - 04

NORTH CAROLINA
Charlotte - 34

OHIO
Cincinnati - 46
Cleveland - 41
Columbus - 44
Dayton - 45
Toledo - 43

OREGON
Portland - 83

PENNSYLVANIA
Erie - 15
Harrisburg - 17
Philadelphia - 13
Pittsburgh - 14
Wilkes Barre - 19

RHODE ISLAND
Providence - 10

TENNESSEE
Memphis - 30
Nashville - 31

TEXAS
Dallas/Ft. Worth - 74
Houston - 75
San Antonio - 76

VIRGINIA
Chesapeake - 38

WASHINGTON
Seattle - 82
Spokane - 84

WEST VIRGINIA
Charleston - 18
Parkersburg - 16

WISCONSIN
Green Bay - 61
Milwaukee - 60

Professional References

Name: _____
Last First Middle

Please provide three (3) professional references. Include representatives from labor and management, labor neutrals, or others familiar with your work in labor relations or conflict resolution. These references will only be contacted if we are prepared to make you a job offer.

Please print or type:

Name: _____

Organization & Position: _____

Telephone (work): _____ (home): _____

Name: _____

Organization and Position _____

Telephone (work): _____ (home): _____

Name: _____

Organization and Position: _____

Telephone (work): _____ (home): _____

BACKGROUND SURVEY QUESTIONNAIRE

| GENERAL INSTRUCTIONS | | PRIVACY ACT INFORMATION | |
|--|---------------|--|---|
| <p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Public Law 92-261 of March 24, 1972. Your responses are voluntary. Please answer each of the questions to the best of your ability. Read each item thoroughly. Please print your responses.</p> | | <p style="text-align: center;">GENERAL</p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.</p> <p>AUTHORITY Sections 1302, 3301, 3304 and 7201 of Title 5 of the U.S. Code</p> <p>PURPOSE AND ROUTINE USES This information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet requirements of Federal Law.</p> <p>EFFECTS OF NONDISCLOSURE Providing this information is voluntary. No individual personnel selections are made based on this information.</p> <p>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b) Solicitation of the Social Security Number is authorized under Executive Order 9397, dated November 22, 1943. It is used to relate this form with other records that you file with OSD.</p> | |
| Name (Last, First, Middle Initial) | | <p>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b) Solicitation of the Social Security Number is authorized under Executive Order 9397, dated November 22, 1943. It is used to relate this form with other records that you file with OSD.</p> | |
| Announcement No. for which you are applying MED-98 | | | |
| Date of your application | | | |
| Social Security Number | Year of Birth | | |
| How did you learn about the position for which you are applying? (You may check up to three choices.) | | | |
| 01 ___ Private Information Service 02 ___ Magazine 03 ___ Newspaper 04 ___ Radio 05 ___ TV 06 ___ Poster 07 ___ Private Employment Office 08 ___ State Employment Office (Unemployment Office) 09 ___ Agency Personnel Department (Bulletin Board or Other Announcement) | | 10 ___ Agency or Other Federal Government Recruitment at _____ School or College 11 ___ Federal, State or Local Job Information Center 12 ___ Religious Organization 13 ___ School or College Counselor or Other Official 14 ___ Friend or Relative Working for Agency 15 ___ Friend of Relative Not Working for Agency 16 ___ Other (Specify) _____ _____ | |
| <p>Please categorize yourself in terms of race, sex and ethnic categories below. First read definitions of subcategories.</p> <p style="text-align: center;">DEFINITIONS</p> <p>The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:</p> <p>RACE: American Indian or Alaskan Native. A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.</p> <p>Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, India, Japan, Korea, the Philippine Islands and Samoa.</p> <p>Black. A person having origins in any of the black racial groups of Africa.</p> <p>White. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.</p> <p>ETHNICITY: Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.</p> | | | |
| RACE 1 ___ American Indian or Alaskan Native 2 ___ Asian or Pacific Islander 3 ___ Black | | SEX 1 ___ Male | ETHNICITY 1 ___ Hispanic Origin |

| | | |
|--|--------------|------------------------------|
| 4 ___ White 5 ___ Other (Specify) _____ | 2 ___ Female | 2 ___ Not of Hispanic Origin |
| SPECIAL EXCEPTED APPOINTING AUTHORITIES Are you eligible for appointment under a special appointing authority (Schedule A or B) for severely physically or mentally handicapped persons? ___ Yes ___ No | | |

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER